

**Clean Government Initiative  
Biennial Plan**

**Submitted to:  
Department of Environmental Protection**

**Submitted by:  
Department of Marine Resources**

**June 14, 2002**

## 1.0 Introduction

Department of Marine Resources is responsible for conserving and developing marine and estuarine resources; conducting and sponsoring scientific research; promoting and developing the Maine coastal fishing industries; advising and cooperating with local, state and federal officials concerning activities in coastal waters; and implementing, administering and enforcing the laws and regulations necessary for these enumerated purposes.

The Department is pleased to be part of the Clean Government Initiative. Bruce Chamberlain is coordinating the development of the department's Environmental Management System (EMS). Mr. Chamberlain is assisted by a working group of department personnel.

## 2.0 Environmental Aspects (Issues) Identification Methodology

Independent environmental management consultants were used to assist the department in identifying environmental aspects, that is, the ways in which the activities or services of the department may interact with the environment, thus having the potential to cause both positive and negative environmental impacts.

To begin the process of identifying environmental aspects, the department was divided into its six bureaus: Office of the Commissioner; Marine Patrol; Resource Management; Community Resource Development; Watershed Management; and Public Health. For each of the bureaus, a list of activities, environmental aspects, and potential environmental impacts was developed (see attached activity/aspect/impact summary). This list was circulated to other department personnel for review and revision.

## 3.0 Objectives and Targets Selection Process

It was important that realistic, achievable objectives and targets be set by the department. To do so, the activity/aspect/impact summary was reviewed to identify those activities with a greater risk. That is, activities most likely to result in a more serious environmental impact, whether due to the frequency of the aspect occurring with the activity or magnitude of the environmental impact as a result of the activity. Giving consideration to existing human and financial resource constraints, objectives and targets were established for the activities that can be readily managed so that reductions in environmental impacts are likely to occur.

## 4.0 Biennial Plan

The objectives and targets established for the period 2002-2004 for Department of Marine Resources are as follows:

Objective	Target	Method of Measure	Performance Indicator	Action Plan	Responsible Person	Target Date
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Objective	Target	Method of Measure	Performance Indicator	Action Plan	Responsible Person	Target Date
<b>Fuel Efficiency</b>	Reduce the average MPG ratio by replacing current vehicles with more fuel efficient vehicles at the end of the lease period.	Average miles per gallon ratio of vehicles in the fleet.	Annual MPG for the fleet as compared with previous year.	1. Prepare an inventory of vehicles nearing the end of the lease term. 2. Communicate with fleet management to determine options for vehicle trade-ins. 3. Communicate with employees to advise them of the vehicle changes that will be affecting them. 4. As each lease term expires for the 8-cylinder vehicles, organize the substitution for a vehicle with an MPG ratio of more than 14.	B. Chamberlain	1. Au  2. Au  3. Se  4. as requir
<b>Fuel Efficiency</b>	Investigate the cost-effectiveness of moving to 4-stroke outboard engines with the intention of then purchasing a specified number per year.	Feasibility report	Completed feasibility report and action plan before next budget period	1. Assign the task to the appropriate employee. 2. Speak with representatives from other departments who have gone through the same exercise. 3. Determine the feasibility of the replacement, prepare a written report, and submit it to the Commissioner for a decision. 4. Record Commissioners decision. 5. Plan purchases if appropriate.	B. Chamberlain	1. Jul  2. Jul  3. De  4. Jan  5. Fe
<b>Improve Hazardous Waste Mngmnt/ Reduce Haz. Waste</b>	Develop and implement a best management practise for fueling	Fueling BMP	Completed fueling BMP within 6 months; Evidence of employee training	1. Assign the task to appropriate employee. 2. Develop the BMP in consultation with field employees. 3. Develop an employee training plan to implement the BMP (put new BMP in department newsletter and distribute to affected field employees)	B. Chamberlain	1. Jul  2. Se  3. Se

Objective	Target	Method of Measure	Performance Indicator	Action Plan	Responsible Person	Target Date
				4. Assign supervisors responsible for ensuring that BMP has been received by field employees and is being followed.		4. De
	Purchase spill kits for each field employee	Spill kit purchase order and delivery receipts	Number of spill kits received equal to number of field employees; Evidence of spill kits being carried by field employees	1. Assign the task to appropriate employee. 2. Investigate the types of spill kits and prepare a spec to describe the most appropriate spill kit. 3. Request price quotes from three spill kit suppliers. 4. Evaluate the price quotes and select appropriate dealer. 5. Purchase and distribute spill kits. 6. Supervisors responsible for ensuring field employees understand how to use the spill kit and that it is being used. 7. Establish process for disposing of used spill kit materials and replenishing the kits.	B. Chamberlain	1. Jul 2. Au  3. Au  4. Au  5. Se  6. Sep  7. Se
	Develop a best management practise for proper handling of petroleum, oils and lubricants	POL BMP	Completed POL BMP within 6 months; evidence of employee training	1. Assign the task to appropriate employee. 2. Develop the BMP in consultation with field employees. 3. Develop an employee training plan to implement the BMP (put new BMP on department website and distribute to affected field employees) 4. Assign supervisors responsible for ensuring that BMP has been received by field employees and is being followed.	B. Chamberlain	1. Jul 2. Se  3. Se  4. De

Objective	Target	Method of Measure	Performance Indicator	Action Plan	Responsible Person	Target Date
<b>Regulatory Compliance</b>	Compliance audit completion with the next 24 months	Compliance audit report	Compliance audit report and evidence of commencement of corrective actions if necessary.	1. Choose a sample set of field activities to be audited. 2. Determine whether the audit can be covered under the Clean Government Initiative. 3. If not, request price quotes from consultants. 4. Conduct compliance audit. 5. Respond to non-conformances and corrective action requests as necessary including a plan of action to ensure legal compliance.	B. Chamberlain	1. Au 2. Au  3. Aug 4. Oc 5. De
<b>Employee Training</b>	Develop and implement an environmental awareness training program through existing channels of communication (newsletter, website)	Documented environmental awareness training program	Awareness and knowledge of the environmental awareness training program	1. Assign the task to the appropriate person. 2. Develop environmental awareness training program or contract a consultant to do this. 3. Establish a means through which the training program will be delivered (newsletter, website). 4. Notify employees of the training program and the necessity for them to read it. 5. Supervisors are responsible for ensuring that employees have read through and understood the environmental awareness information. 6. Employees sign a form indicating that they have read through the training program and understand it.	B. Chamberlain	1. July 2. Se  3. Se  4. Se  5. Oc  6. Oc
<b>EMS Implementation</b>	Develop, document and implement an Environmental Management	EMS Manual EMS audits	EMS audit report and evidence of timely completion of	1. Work with Clean Government consultants to develop the EMS. 2. Inform employees of	B. Chamberlain	1. Au 2. Au

Objective	Target	Method of Measure	Performance Indicator	Action Plan	Responsible Person	Target Date
	System by Dec 2002		corrective actions if necessary.	the EMS development through the newsletter or website or direct e-mail to each employee. 3. Ensure that all components of the EMS are understood by the employees. 4. Conduct EMS audits and respond to corrective action requests as appropriate.		3. Oct 4. Mar

#### Audit Plan Development

DMR has committed to having a regulatory compliance audit completed within the next 24 months. The audit will be conducted by an independent third party. With the advice of the Clean Government Initiative consultants, we will determine a sample of department activities governed by state or federal law to be audited.

#### Fiscal Requirements

The Department is currently not funded for this activity and will look for grants from Maine DEP or other sources. For its first steps, the department will be guided by cost/benefit analysis and will seek to make changes that provide maximum environmental benefit at little or no cost.

#### Environmental Management System Implementation

With the assistance of the Clean Government Initiative consultants, DMR will begin developing an EMS, immediately following the submission of this report. We expect to have the EMS document or manual completed by the end of August 2002 and then we have given ourselves several months over which implementation will occur.

### **5.0 Successes to Date**

We look forward to filling in this section at the time of the next report with all of our successes in terms of environmental management.

### **6.0 Obstacles to Plan Implementation**

The Department, like other public agencies, is short of staff and funds to accomplish its complex and varied mission. With serious fiscal constraints, it will be challenging to require program managers to expend limited resources for the environmental

management activities, therefore we have chosen to be cautious in our approach at this point in time, to avoid promising things that we cannot deliver.

## **7.0 Conclusion**

The Department of Marine Resources embraces the goals of the Clean Government Initiative and is firmly committed to preserving and protecting Maine's environment in the course of carrying out its daily activities.